Lucent Technologies
Bell Labs Innovations

8434DX Voice Terminal Quick Reference

Refer to the procedures on this card to use the features on your 8434DX voice terminal. The features here are listed in alphabetical order. In the spaces provided, write the feature access codes for your system. For more information about any of these features, see your system manager.

USING THE SOFTKEYS

You can display any of the softkey features by pressing Menu. If the feature you want to use is not on the bottom line of the screen, press Next ► or ◄ Prev until you see the feature you wish to access. To use the feature, press the softkey below the feature abbreviation. When the feature is active, an arrow appears above the feature name. (However, if the feature requires you to dial a telephone number or extension, such as Call Forwarding, you will temporarily see the digits you are dialing, rather than the arrow, above the feature name.)

ABBREVIATED DIALING (AD)

To program or reprogram an AD button

1 Pick up handset.

    NOTE: For speakerphone users, press a call appearance button or press Speaker.

2 Press softkey below **Prog** (if shown on the display)
    or Press Program
    or Dial AD Program access code _____.

3 Press AD button to be programmed.

4 Dial outside number, extension, or feature access code you want to store (up to 24 digits).

    NOTE: You may be able to use the softkeys to add special functions such as Pause, Mark, Wait, or Suppress into the telephone numbers programmed on the AD button.

5 Press #.

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6 Repeat Steps 3 through 5 to program additional buttons.

7 Hang up.

To place an AD call

1 Pick up handset or press Speaker.

2 Press selected AD button.

To program or reprogram an outside number, extension, or feature access code into a personal list

1 Pick up handset.

    NOTE: For speakerphone users, press a call appearance button or press Speaker.

2 Press softkey below **Prog** (if shown on the display)
    or Press Program
    or Dial AD Program access code _____.

3 Dial Personal List number **(1, 2, or 3)**.

4 Dial list item **(1, 2, 3...)**.

5 Dial number you want to store (up to 24 digits).

    NOTE: You may also be able to use the softkeys to add special functions such as Pause, Mark, Wait, or Suppress into the programmed telephone numbers.

6 Press #.

7 Repeat Steps 4 through 6 to program additional items on the same list.

8 Hang up.

To place a call using an AD list button or access code

1 Press Pers List or Grp List or Sys List
    or Dial appropriate AD List access code:

    • List 1 _____
    • List 2 _____
    • List 3 _____

    NOTE: An Enhcd List may also be available.

2 Dial the desired list item **(1, 2, 3...).**

ABBREVIATED DIALING PROGRAM FEATURE

Note: Before you begin, make sure that your telephone has the Abbreviated Dialing feature and that it is connected to a Release 6.3 switch. If you are not certain, contact your system manager.
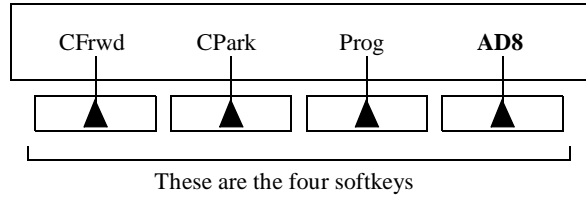

Introduction

Beginning with Release 6.3 of the DEFINITY ECS and/or PROLOGIX software, the following enhancements have been made to the Abbreviated Dialing (AD) Program feature:

• Messages appear on the display to step you through the programming procedure. When you program a softkey, you can also program a label of up to five characters that will appear on the display directly above it.

• To be programmable for abbreviated dialing, a button, whether it is a softkey or a hardkey (feature button), must be administered for the Abbreviated Dialing feature. You can use the Button View feature to find the Abbreviated Dialing buttons on your set. (To do this, select **BtnVu** from the softkey menu; then press the button you want to check.)

Note: If the speaker on your set has been deactivated, this feature will not work as described below. See your system manager to activate your speaker.

Programming an Abbreviated Dialing button on Softkeys (the four buttons immediately below the display)

CFrwd	CPark	Prog	AD8
▲	▲	▲	▲

These are the four softkeys

Note: If you make a mistake while programming, you CANNOT move back a space to erase it. Instead, save whatever you have entered by pressing the "#" key and start over.

1 Enter Programming mode. (To do this, press the button labeled **Prog**, if your set has one, or select **Prog** from the softkey menu by pressing the **Menu** button, then the **Next** or **Prev** button, if necessary, until you see **Prog** on the display. Then press the softkey below **Prog**.)

    • Your telephone will go off-hook, and the light next to Speaker will go on. You will see the message **Press button to program** on the display.

Note: If you do not see this message once you have entered Programming mode, your telephone is probably NOT connected to a Release 6.3 switch. For help, contact your system manager.

2 Select the AD softkey you want to program. (To do this, press the **Menu** button again, then press **Next** or **Prev**, if necessary until you see the AD softkey label, such as AD1, on the display.)

• You will see the message **Change number? Yes=1 No=2** on the display.

3 If you want to enter a new number or change an existing number, press the "1" key on the dial pad and continue with Step 3A. If you do not want to change the number, press the "2" key and skip to Step 3B.

    3A. You will see the message **Enter number:** on the display. Enter the number you want that button to call. See the "Helpful Hints" section on the last page for information on the numbers you can enter.

    When you have finished entering the number, press the "#" key.

    You will hear the confirmation tone (three beeps), and you will see the message **Number saved** for one second and then the message **Change label? Yes=1 No=2**. Skip to Step 4.

    3B. You will see the message **Change label? Yes=1 No=2**. Continue with Step 4.

4 If you want to change the label for that softkey, press the "1" key on the dial pad and continue with Step 4A. If you do not want to change the label, press the "2" key and skip to Step 4B.

    4A. You will see the message **Enter label** on the display. Use the dial pad to enter the label you want, up to five characters. (Pressing a dial pad key once enters the first letter on the key; if you want a different letter or the number, press the key repeatedly until the character you want appears on the display.) If the next letter of the label is on the same dial pad key, press the "*" key to advance to the next space.

    When you have finished entering the label, press the "#" key.

    You will hear the confirmation tone (three beeps), and you will see the message **Label saved** for one second, then the message **Hang up to update display** for two seconds, and then the message **Press button to program**. If you want to program another button, go back to Step 2; otherwise, skip to Step 5.

    Note: When you program a label, it does not appear on the display until you hang up.

    4B. You will see the message **Press button to program**. If you want to program another button, go back to Step 2; otherwise, continue with Step 5.

5 To exit from Programming mode, hang up your telephone. (To do this, press the **Speaker** button or lift the handset and then put it back.)

Note: Pressing the Exit button does not exit you from Programming mode.

Programming Abbreviated Dialing on hardkeys (feature buttons) (the buttons next to paper label strips such as `Jim x1234`

Note: If you make a mistake while programming, you CANNOT move back a space to erase it. Instead, save whatever you have entered by pressing the "#" key and start over.

1 Enter Programming mode. (To do this, press the button labeled **Prog**, if your set has one, or select **Prog** from the softkey menu by pressing the **Menu** button, then press **Next** or **Prev**, if necessary, until you see **Prog** on the display, and then press the softkey below **Prog**.)

   • Your set will go off-hook, and the light next to the **Speaker** button will go on. You will see the message **Press button to program** on the display.

      Note: If you do not see this message once you have entered Programming mode, your telephone is probably NOT connected to a Release 6.3 switch. For help, contact your system manager.

2 Select the hardkey (feature button) you want to program. (To do this, press the button.)

   • You will see the message **Enter number:** on the display.

3 Enter the number you want that button to call. See the "Helpful Hints" section below for information on the numbers you can enter.

   When you have finished entering the number, press the "#" key.

   • You will hear the confirmation tone (three beeps), and you will see the message **Number Saved** for one second and then the message **Press button to program**.

   If you want to program another button, go back to Step 2; otherwise, continue with Step 4.

      Note: When you have changed the number called by a hardkey, you may want to change its label on the paper strip too.

4 To exit from Programming mode, hang up your telephone. (To do this, press the **Speaker** button, or lift the handset and then put it back.)

Note: Pressing the **Exit** button does not exit you from Programming mode.

Helpful Hints

• If the number you are entering for an Abbreviated Dialing button is an outside number, be sure to include any applicable trunk codes, for example, a "9".

• Numbers programmed on softkeys may be up to 24 digits in length; numbers programmed on hardkeys (feature buttons) may be up to 16 digits if the hardkey will be used as an auto-dial button, or up to 24 digits if associated with a list. If you need help, see your system manager.

• Special functions such as Pause, Mark, and Wait, may be available on your softkey menu; if so, they can be inserted in the numbers you program. These functions may be accessed during programming by pressing the **Menu** button.

• You can enter feature access codes on Abbreviated Dialing buttons instead of telephone numbers so that the button initiates a feature rather than placing a call.

AUTOMATIC CALLBACK

To automatically place another call to an extension that was busy, or did not answer

1 During call attempt, press softkey below **AutCB** (if shown on the display) **or** Press `AutoCallBk` .

2 Hang up.

   • You hear a 3-burst priority ring when both you and the called extension are idle.

3 Pick up handset to be connected to call.

To cancel Automatic Callback

1 While on-hook, press softkey below **AutCB** again **or** Press `AutoCallBk` again.

BRIDGING/MANUAL EXCLUSION

To answer a bridged call

1 Press `xxxxx` of bridged call and lift handset or press `Speaker` .

   NOTE: If your terminal has Ringing Appearance Preference, just lift the handset or press `Speaker` .

To prevent other bridged terminals from entering a call (on a per call basis)

1 Press the softkey below **Excl** while active on a call **or** Press `Excl xxxxx` while connected to the call.

NOTE: Pressing the softkey below **Excl** or pressing `Excl xxxxx` again reactivates bridging.

CALL COVERAGE/CONSULT

To answer a call for a coworker for whom you are a coverage point

1 Press `xxxxx` of incoming call when ring begins or green light flashes.

To talk privately with a coworker after answering a redirected call

1 Press `Transfer` .

   • Call is put on hold.

2 Press the softkey below **Cnslt** (if shown on the display) **or** Press `Consult` **or** Dial coworker's extension.

3 Discuss call, if appropriate.

4 If coworker is not available, press the fluttering `xxxxx` to reconnect to the call **or** Press `Transfer` again to send call to coworker **or** Press `Conf` to make it a 3-party call.

CALL FORWARDING ALL CALLS

To temporarily redirect all calls to an extension or outside number

1 Press softkey below **CFrwd** (if shown on the display) **or** Press `Call Fwd` **or** Dial Call Forward access code _____.

2 Dial extension or number where calls will be sent.

3 Hang up.

To cancel Call Forwarding

1 While on-hook, press softkey below **CFrwd** again **or** Press `Call Fwd` again **or** Dial Call Forward cancel code _____.

CALL PARK

To park a call at your extension (for retrieval at any extension)

   NOTE: Press the softkey below CPark (if shown on the display) or press `Call Park` and hang up; otherwise do this:

1 Press `Transfer` .

2 Dial Call Park access code _____.

3 Press `Transfer` again.

4 Hang up.

To retrieve a parked call from any extension.

1 Dial Answer Back access code _____.

2 Dial extension where call is parked.

CALL PICKUP

To answer a call placed to a member of your pickup group

1 Press softkey below **CPkUp** (if shown on the display) **or** Press `Call Pickup` **or** Dial Call Pickup access code _____.

CONFERENCE

To add another party to a call (for a total of up to six parties)

1 Press `Conf` .

2 Dial number of new party and wait for answer.

3 Press `Conf` again.

4 Repeat Steps 1 through 3 for additional conference connections.

To add a call you have put on hold to another call to which you are connected to

1 Press `Conf` .

   • You are given a new call appearance.

2 Press call appearance button of call on hold (first call).

3 Press `Conf` again.

To drop the last party added to a conference call

4 Press `Drop` .

DIRECTORY (display feature)

To search directory for a name

1 Press the softkey below **Dir** (if shown on the display) **or** Press `Directory` .

2 Key in name with dial pad [last name, comma (use *), first name or initial].

3 Press `Next Msg` for next directory name you wish to see.

EXIT/NORMAL (display feature)

When you are ready to leave Display or Softkey Mode and return to Normal (call-handling) Mode

1. Press `Exit` .

HOLD

To put a call on hold

1. Press `Hold` .

To answer a new call while active on another

1. Press `Hold` .

2. Press call appearance button of incoming call.

To return to held call

1. Press call appearance button of held call.

LAST NUMBER DIALED

To automatically redial the last number you dialed

1. Press softkey below **Last** (if shown on the display)
   or Press `LastDialed`
   or Dial Last Number Dialed access code _____.

LEAVE WORD CALLING (LWC)

To leave a message after dialing an extension

1. Press softkey below **LWC** (if shown on the display)
   or Press `LWC` before hanging up.

To leave a message without ringing an extension

1. Press softkey below **LWC** (if shown on the display)
   or Press `LWC`
   or Dial Leave Word Calling access code _____.

2. Dial extension.

To cancel a Leave Word Calling message

1. Press softkey below **CnLWC** (if shown on the display)
   or Press `Cancel LWC`
   or Dial Leave Word Calling cancel code _____.

2. Dial extension.

PRIORITY CALLING

To place a priority call (3-burst ring)

1. Press the softkey below **PCall**
   (if shown on the display)
   or Press `Priority`
   or Dial Priority Calling access code _____.

2. Dial extension and wait for party to answer.

RESET SPEAKERPHONE

To adjust the speakerphone to the surrounding room acoustics

1. While on-hook, press `Shift` and then press `Speaker` .

   • You hear a series of tones.

SELECT RING

To select a personalized ring

1. Press `Shift` and then press `Hold` .

   • Current ring pattern plays, and pattern number is displayed.

2. To cycle through all eight ring patterns, continue to press (and then release) `Hold` (or press `Next ▶` or `◀ Prev`).

3. When you hear the desired ring pattern, press `Shift` again.

To adjust ringer volume if necessary (speaker is *not* active)

1. To raise the volume, press the right half of the Volume control button labeled `∧` ;
   to lower the volume, press the left half of the Volume control button labeled `∨` .

SEND ALL CALLS

To send all calls (except priority calls) immediately to coverage

1. While on-hook, press softkey below **SAC** (if shown on the display)
   or Press `Send Calls`
   or Dial Send All Calls access code _____.

To cancel Send All Calls

1. While on-hook, press softkey below **SAC** again
   or Press `Send Calls` again
   or Dial Send All Calls cancel code _____.

SPEAKERPHONE

NOTE: To use this feature, your voice terminal must be set for the Speakerphone (speak and listen) feature.

To place or answer a call without lifting the handset, or to use speakerphone with any feature

1. Press `Speaker` .

2. Place or answer call, or access selected feature.

3. Adjust speakerphone volume if necessary:
   To raise the volume, press the right half of the Volume control button labeled `∧` ;
   to lower the volume, press the left half of the Volume control button labeled `∨` .

To prevent the other party from hearing you

1. Press `Mute` .

   • Red Mute light goes on.

2. Press `Mute` again to resume talking to party.

   • Red Mute light goes off.

To change from speakerphone to handset

1. Pick up handset and talk.

To change from handset to speakerphone

1. Press `Speaker` .

2. Hang up handset.

To end a speakerphone call

1. Press `Speaker` again to hang up.

STORED NUMBER (display feature)

To see number stored on an AD button

1. Press the softkey below **View** (if shown on the display)
   or Press `Stored` .

2. Press selected AD button.

TEST

To test the lights and the display on your voice terminal

1. Press and hold down `Test` .

   • Green Test light goes on.

   • Button lights go on in four separate groups, and display fills in all segments.

2. To end test, release `Test` .

TIME/DATE (display feature)

To see date and time

1. Press softkey below **TmDay** (if shown on the display)
   or Press `Time/Date` .

TIMER (display feature)

To see elapsed time

1. To start timer, press `Menu` and then the softkey below **Timer** (if shown on the display)
   or Press `Timer` .

2. To stop timer, press `Menu` and the softkey below **Timer**
   or Press `Timer` again.

TRANSFER

To send present call to another extension or outside number

1. Press `Transfer` .

2. Dial number where call is to be transferred.

3. Press `Transfer` again.

4. Hang up.